

Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701
512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

Staff Services Officer I

Position: Staff Services Officer I Full time (40 hrs/wk)	Salary: \$3,081 per month (\$36,976 annually)
Classification Number: 1550 Group: B17	Posting Date: August 2, 2018
Listing Number: 504-19-001 FLSA Status: Non-Exempt Number of Openings: 1	Closing Date: Until filled
Contact: HR@tsbde.texas.gov	

DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice. The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. As of September 1, 2017 the agency is authorized to employ 59 FTEs and has 11 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Staff Services Officer I is a team member of the Finance and Administration Division and will report to the Director of Finance & Administration. The Staff Services Officer I will serve as the backup human resources person for the agency and will perform various accounting duties including reviewing and approving agency payments and journal vouchers, and financial reporting. Strict confidentiality of data must be practiced at all times. The successful candidate will be a team player who takes responsibility to ensure that all assigned activities are performed quickly, accurately, and in compliance with all applicable state and federal rules, regulations and requirements and that all financial records are properly created and maintained. Full-time employment (40 hours per week) is required.

EXAMPLES OF WORK PERFORMED:

- Plans and coordinates several staff services functions such as human resources, accounting, budgeting, purchasing and property management.
- Opens and processes mail accordingly.
- Prepares daily revenue batches for all money received by mail.
- Reviews, releases and approves purchase, refund, interagency, and cancellation vouchers.
- Monitors, tracks and releases journal vouchers to clear default and suspense funds.
- Prepares and enters journal and expenditure transfer vouchers in the Uniform Statewide Accounting System (USAS).
- Ensures the maintenance of accounting records on receipts and disbursements are in compliance with state statutes, policies, and procedures.
- Ensures that purchase, refund, and interagency vouchers are processed according to Agency policies and the Texas Comptroller of Public Accounts rules and procedures.
- Maintains accurate and well-organized accounting files and records.
- Orders merchandise, supplies and equipment using guidelines, rules, policies and laws.
- Assists with making agency travel accommodations and processing travel vouchers in accordance with the Texas Procurement and Support Services (TPASS).

- May screen, interview and recommend employment of applicants.
- Ensures assigned activities are performed quickly, accurately, and in compliance with all applicable state policies and procedures.
- Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION and EXPERIENCE:

Graduation from an accredited four-year college or university with degree in accounting, finance, business administration, or related field is preferred. Education and experience may be substituted for one another. Must be willing to obtain a Certified Texas Purchaser (CTP) certification within one year.

EXPERIENCE:

Experience with the Uniform Statewide Accounting System (USAS), Uniform Statewide Payroll System (USPS) and State Property Accounting (SPA) is preferred but not required.

KNOWLEDGE, SKILLS, & ABILITIES:

- Ability to work accurately with numerical data.
- Ability to handle multiple tasks concurrently.
- Ability to maintain strict confidentiality.
- Sound judgment and decision-making.
- Strong attention to detail.
- Ability to communicate effectively both verbally and in writing.
- Skill in using a computer, databases, and applicable software.
- Ability to work effectively and independently in a dependable and organized manner in order to meet various deadlines.
- Ability to work cooperatively with others in a team environment.
- Knowledge of laws controlling state purchasing operations.
- Knowledge of current HUB requirements for procurements by the State of Texas.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are an 8 hour day, 5 days a week. Some overtime may occasionally be required.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% lower to cover this surcharge.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: 27, 250X, LGL10, 04,44,51. Additional Military Crosswalk Information can be accessed at http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC_Legal.pdf.

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to (512) 463-7452. Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Anthony Solis at 512-475-0975.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. TSBDE is an E-Verify participant.